

EXPRESSION OF INTEREST

EOI REF. NO.: HRAQ/MISC/EOI/24-4483

Date: 27.12.2024

INDIGENOUS EXPRESSION OF INTEREST (EOI)
EOI NO.HRAQ/MISC/24-4483

Oil India Limited, a Government of India “MAHARATNA” Category Enterprise, engaged in the business of Exploration, Production & Transportation of Crude Oil and Natural Gas and Production of LPG invites Expression of Interest (EOI) from Indigenous service provider(s) against **EOI No.: HRAQ/MISC/EOI/24-4483** for **‘hiring of services for design, development, and deployment of an on-premises AI/ML-based image analytics solution in application scrutiny for recruitment of executives & workpersons at Oil India Limited’**. Interested Parties having relevant experience and expertise (details are available at OIL’s website - www.oil-india.com) are invited to submit their EOI(s) at our e-mail ids: debnishsarma@oilindia.in, jayanta_das@oilindia.in or kaustav_kashyap@oilindia.in within the stipulated date as indicated in the detailed EOI, followed by hard copies of the same through courier/post. The offer(s) may also be uploaded in Parties’ FTP server/File sharing website (portal) and the link(s) may be provided to us at any of our above e-mail id within above specified period. All Corrigenda, addenda, amendments, time extensions to the EOI will be hosted on the website and no separate notification shall be issued in the press. Prospective participants against the EOIs are requested to visit the website regularly to keep themselves updated.

SUB: Expression of Interest (EOI) No. HRAQ/MISC/EOI/24-4483 for Hiring of services for design, development, and deployment of an on-premises AI/ML-based image analytics solution in application scrutiny for recruitment of executives & workpersons at Oil India Limited

DISCLAIMER:

Oil India Limited (OIL) has prepared this document to provide interested parties with background information about the project. While OIL has exercised due care in preparing the information and believes it to be accurate, neither OIL nor any of its authorities, agencies, officers, employees, agents, or advisors makes any warranty or representation, express or implied, regarding the completeness or accuracy of the information contained herein or any information provided in connection with this document.

The information provided is not exhaustive, and interested parties are expected to conduct their own inquiries. Respondents will be required to confirm in writing that they have conducted such inquiries and do not rely solely on the information provided when submitting their Expression of Interest (EOI). The information is provided on a non-binding basis, and OIL or its representatives reserve the right to modify the project configuration, alter the timeline outlined in this document, or revise the processes and procedures to be applied. OIL may also choose not to proceed with the project or to discontinue discussions with any party expressing interest. No reimbursement of any costs incurred by parties in connection with their expression of interest will be provided.

1. SCOPE OF WORK:

Oil India Limited (OIL) invites Expression of Interest (EOI) from qualified agencies for the **design, development, and deployment of an on-premises AI/ML-based image analytics solution** to automate the scrutiny of applications for recruitment. The system will read scanned copies of relevant documents submitted by applicants, analyse them against specified benchmarks, and flag ineligible/ doubtful application for further human scrutiny.

1.1 Key Requirements

i. On-Premises Solution with Maintenance

- The solution must be hosted **on-premises Data Centre of OIL**, with an **Annual Maintenance Contract (AMC)** for continuous support and upkeep.

ii. Data Ownership and Security

- After deployment, the solution will be operated solely by OIL.
- The prospective applicant must ensure compliance with data protection protocols to maintain confidentiality and integrity of candidate data.
- The prospective applicant must provide knowledge transfer and manuals on the use of the solution to OIL's personnels.

- Applicant must perform VAPT audit on the solution from CERT-IN empanelled agency at their own cost. The observation must be noted, and vulnerabilities mitigated before the solution is made Go Live.
- All Data generated and stored by the solution shall belong to OIL only.

iii. **Data Input and Document Retrieval**

- Candidate data, including relevant applicant details and scanned copies of certificates/documents, will be provided to the system in **Excel or CSV format and PDF/JPEG format for documents**. Typical memory size of Excel/CSV and PSF/JPEG data combined would be in the order of 25 GB for around 10,000 applications. Number of applications against one recruitment could be around 1,00,000 applications.
- The system must retrieve these documents based on a **unique ID for each applicant**, conduct scrutiny based on predetermined criteria, and flag applications that do not meet eligibility requirements.

iv. **Document Format Compatibility**

- The solution should be capable of reading **PDF and JPEG formats** of scanned certificates/documents uploaded by applicant and extract structured data/ information from these documents which will not be in structured template.

v. **Verify and cross-check applicant photographs and credentials** (such as government-issued ID, educational certificates, work experience, caste certificates, etc.) using advanced image analysis techniques. Should generate structured data from certificates submitted in PDF/JPEG format and compare with set benchmarks.

vi. **Classify documents and validate their relevance** based on application requirements and specifications for the position.

vii. **Flag anomalies and provide insights** with a report summarizing flagged applications for further human review.

viii. **Maintain a comprehensive audit trail and provide regular reporting** on the analysis performed, anomalies detected, and final scrutiny outcomes.

1.2 **Core Functionalities**

The solution should perform scrutiny of applications based on specific benchmarks outlined below:

i. **Date of Birth Verification**

- The system should read the **date of birth from submitted documents** and determine if the candidate's age falls within the cutoff date range specified by OIL in the recruitment advertisement.

ii. **Caste Category Verification**

- Based on the **caste certificate provided by the applicant**, the solution should validate whether the caste-category aligns with the requirements specified in the advertisement for reserved posts.

iii. **Educational Qualification Verification**

- The solution must read and analyse the **educational qualifications from relevant certificates** to verify if the applicant meets the minimum qualification requirements as specified for the post in the advertisement.

iv. **Employment Exchange Registration Verification (work persons)**

- For positions requiring work persons, the solution should verify the **Employment Exchange registration** by reading the uploaded Employment Exchange card and confirming if the applicant is registered under one of the specific exchanges required by OIL.

v. **Experience Criteria Verification**

- Where applicable, the solution should analyse **experience-related documents** to verify that the applicant meets the minimum number of years of post-qualification experience required as per the advertisement.

1.3 **Reporting and Query Handling**

- **Flagging and Justification:** The solution should automatically flag cases that do not meet eligibility criteria, providing clear and structured reasons for rejection based on the set benchmarks.
- **Downloadable Reports:** The system should be capable of generating detailed, downloadable reports in **Excel format**, summarizing flagged and approved applications with justification for flagged cases.
- **Query-Based Reporting:** Generate reports based on specific user queries, allowing OIL officials to extract and review data subsets as needed.

1.4 **Minimum documentation to be submitted prior to execution.**

- Detailed work plan/presentation including their strategy, timeline (maximum of 45 days from the transfer of sample data till installation & testing of the system in OIL server).
- System requirement.

2.0 PRE-QUALIFICATION CRITERIA

2.1 TECHNICAL CRITERIA:

2.1.1 The Party must have successfully completed at least one job in providing **AI/ML-based image analytics solution** over the last seven (07) years reckoned from the original EOI submission date, in PSUs/Central Government/State Government Organization/Nationalized Banks/Public Limited Company, in India.

2.1.2 In support of above experience criteria, parties are required to submit documentary evidence like relevant pages of contracts/work orders along with completion certificate/payment certificate issued by the clients or any other documents showing details of work carried out to complete the full scope of work as enumerated in the Scope of Work

2.2 FINANCIAL CRITERIA:

2.2.1 Net worth of party must be positive for preceding financial/ accounting year.

Notes to Clause 2.2.1above:

I. For proof Net worth, any one of the following documents/photocopies must be submitted along with the EoI:

II.

(i) Audited Balance Sheet.

OR

(ii) A certificate issued by a practicing Chartered / Cost Accountant (with Membership Number and Firm Registration Number), certifying the Net worth as per format prescribed in **Proforma-II**.

II. Considering the time required for preparation of Financial Statements, if the last date of preceding financial / accounting year falls within the preceding six months reckoned from the original bid closing date and the Financial Statements of the preceding financial / accounting year are not available with the party, then the Net worth of the previous financial / accounting year excluding the preceding financial / accounting year will be considered. However, the party has to submit an affidavit/undertaking certifying that 'the balance sheet/Financial Statements for the last financial year has actually not been audited so far'.

III. In case the party is a Central Govt. organization / PSU /State Govt. organization / Semi-State Govt. Organization or any other Central / State Govt. Undertaking, where the auditor is appointed only after the approval of Comptroller and Auditor General of India and the Central Government, their

certificates may be accepted even though FRN is not available. However, the party to provide documentary evidence for the same.

3.0 PRE-QUALIFICATION DOCUMENTS TO BE SUBMITTED BY INTERESTED PARTIES AGAINST PRE-QUALIFICATION CRITERIA:

Qualified parties are requested to submit the following pre-qualification documents:

- 3.1 Letter of interest clearly indicating the project reference.
- 3.2 Detailed Company information with Organization structure, CVs of key personnel proposed for managing the contract. Details of support agencies and other facilities & resources.
- 3.3 Details of completion of similar work with PO as stated in clause 2.1 above.
- 3.4 For proof of requisite experience, the following documents must be submitted along with the application:

- A. Contract document or LoA or Workorder showing details of work and
- B. Completion certificate(s) or Final Payment certificate(s) or any other document(s) issued by the client for the above contract, which substantiate the successful execution of work.

The submitted document(s) must contain the following:

- (i) Nature of job done
- (ii) Contract No. / Workorder No.
- (iii) Gross Value/quantity of Work Done.
- (iv) Contract period and date of completion.

3.5 Experience of executing through 'sub-contracting' shall not be considered for evaluation.

3.6 Experience of a party for its own organization/subsidiary cannot be considered as experience.

3.7 Parties submitting their application based on the experience of their Technical Collaborator/Joint Venture/Parent/Subsidiary/Co-subsidiary/Sister-Subsidiary/ MOU with another party shall not be considered. Bids from 'Consortium of Companies' shall also not be considered.

3.8 Quality assurance & quality control practices currently in place for the execution of similar work. Documents/Certificates in connection to data/IT Security

Company's financial performance documents (Audited Balance sheets, Auditors Report and Notes to Accounts etc.) for last 02 years.

3.9 Detailed work plan against Scope of Work and **presentation** including their strategy and timeline (maximum of 45 days from the transfer of sample data till installation & testing of the system in OIL server) and system requirement.

3.10 **Budgetary Quotations for the work mentioned in Scope of Work.**

4.0 Proof of Concept (POC):

Qualified parties will be shortlisted for demonstration of POC. On successful demonstration of POC, they will be shortlisted for participation in limited tender. Other parties meeting the requisite criteria of EOI & Tender will also be eligible to apply for the tender.

5.0 Mere shortlisting in the EOI will not entitle the applicants to be qualified against the tender to be floated subsequently. They will be required to qualify against the techno-commercial and financial criteria of the tender.

6.0 SUBMISSION OF EOI:

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Interested vendors having relevant experience and expertise as above are invited to submit their EOI(s) at e-mail id: debnishsarma@oilindia.in, jayanta_das@oilindia.in or kaustav_kashyap@oilindia.in within **17.01.2025 upto 15:00 Hrs (IST)**, followed by hard copies of the same in sealed envelopes super-scribing '**EOI No.: HRAQ/MISC/EOI/24-4483** for '**hiring of services for design, development, and deployment of an on-premises AI/ML-based image analytics solution in application scrutiny for recruitment of executives & workpersons at Oil India Limited**' through courier/post to the following address:

**CGM (HR ACQUISITIONS)
HR ACQUISITION DEPARTMENT
OIL INDIA LIMITED, PO: Duliajan Dist. Dibrugarh (Assam) - 786602
e-mail: debnishsarma@oilindia.in; jayanta_das@oilindia.in;
kaustav_kashyap@oilindia.in**

Vendors may also upload their offer in their FTP server/File sharing website (portal) and the link(s) may be provided to us at our e-mail within the above specified period.

1. In case, the above-mentioned date happens to be a non-working day for OIL in Duliajan due to Bandh/holiday or for any other reasons, EOIs shall be received upto the next full working day till 15:00 Hrs. (IST) and opened accordingly. EOI may be sent by post/courier service or delivered personally at the tender box placed in the above office. However, OIL shall not be responsible for any consequence arising out of delay in receipt or non-receipt of EOIs.
2. OIL reserves the right for the following:
 - (a) To accept or reject any/all EOIs submitted by parties; and
 - (b) To cancel the process at any time without any liability and assigning any reason thereof to the applicants.

Interested vendors are requested to submit their intent on or before **17.01.2025** at **15:00 Hrs (IST)**. towards providing the solution as mentioned above to the following address:

CGM (HR ACQUISITIONS)
HR ACQUISITION DEPARTMENT
OIL INDIA LIMITED, PO: Duliajan Dist. Dibrugarh (Assam) - 786602
e-mail: debnishsarma@oilindia.in; jayanta_das@oilindia.in;
kaustav_kashyap@oilindia.in

Interested parties are encouraged to visit the HR Acquisitions Department Office, Oil India Limited (OIL), Duliajan, or arrange a virtual meeting with department representatives to gain a clearer understanding of the requirements before submitting their Expression of Interest (EOI). A meeting will be conducted to address various project-related issues with parties that express intent for the design, development, and deployment of an on-premises AI/ML-based image analytics solution to automate the scrutiny of recruitment applications. This EOI is non-committal and serves only to identify potential solutions for design, development, and deployment of an on-premises AI/ML-based image analytics solution to automate the scrutiny of recruitment applications.; OIL does not guarantee the awarding of a contract to any respondent. All updates, including corrigenda, addenda, amendments, and time extensions, will be published exclusively on OIL's website, and no separate press notifications will be issued. Prospective participants are advised to regularly visit the website to stay informed.
